

Computer and Internet Use Guidelines

Overview

The Chelsea Public Library provides resources in a wide variety of formats to meet the cultural, informational, recreational and educational needs of the diverse, multicultural community it serves. The Internet is an integral part of the resources available to assist library users in finding the information they need.

The library is not a commercial Internet Service Provider. It is the library's policy to provide Internet and computer access to the public within the limits of available space, equipment, time, personnel, and other resources. The library cannot guarantee access to the Internet at any given time.

The Internet is a global electronic network. The Chelsea Public Library does not monitor Internet use, has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Internet may contain material of a controversial nature. The Chelsea Public Library complies with the federal Children's Internet Protection Act (CIPA) which requires the use of filtering software for adults, teens and children. Adults, defined by the law as over the age of 17, may when available choose to use unfiltered computers for Internet access. Filtering software may not block all material users might find offensive. Parents are encouraged to supervise their children's Internet sessions. Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. The library does not provide this monitoring or supervision.

While the library strives to offer sites that provide current and accurate information, the Internet is a continually evolving resource and the links and information on the Internet change rapidly and unpredictably. The library cannot guarantee the accuracy or completeness of information on the Internet. Users should carefully evaluate the information they find when using this resource. The Chelsea Public Library does not encrypt data sent or received through our Internet services. Users should be aware that the Internet is not a secure medium and that privacy of email and other communications is not guaranteed. The library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from information found on the Internet or accessed by our public computers or Wi-Fi or any data loss or damaged to personal discs or storage devices not does the library assume responsibility for information or work not stored properly on the users personal storage device. The library has installed software designed to ensure that any downloads and work not saved on your own personal device are erased and permanently gone at the end of your session, when you log out or after a short period of inactivity (five minutes.)

Guidelines for Use

To achieve an atmosphere conducive to the best use of its resources, the library has developed the following rules regarding the use of public computers:

- Use of the Internet is governed by the Library's Patron Behavior Policy. The user may not use the Internet, computers or Wi-Fi for any illegal activity or place any material on the Internet related to any illegal activity.
- Users may not invade the privacy of others or engage in any activity that is harassing, defamatory, or threatening; or receive or display graphics which may reasonably be construed as obscene as defined by law.
- Users may not modify or gain access to files, passwords or data belonging to the library or others.
- Users may not make any attempt to alter, damage, unplug or damage and or destroy computer hardware or software. Any user found to be in violation of this policy will have their computer usage revoked for a time to be determined by the Library Director, with a minimum of 5 business days.
- By using the public work stations and wireless access at the Chelsea Public Library, you agree to all guidelines and procedures for access.

Procedures for Access

- You must sign up for a session using our self-reservation system, with a valid library card in good standing. (Good standing status: no fines over \$10.00; no lost items; no replacement fees.) You must have the physical library card, knowing the number will not suffice.
- If you do not have a library card, or need a guest pass, you must present a valid photo ID. Guest passes may be obtained 6 times a year, after such time you must apply for a library card. You are eligible for a library card if you are: a resident of the Commonwealth of Massachusetts, a Massachusetts property owner, commute to Massachusetts for work, residing in Massachusetts while attending school, a resident of temporary housing in Massachusetts.
- Computers are available from the time the library opens until 15 minutes prior to closing time.
- Time limits for each computer station are set at 60 minutes. You may request an extension to your session providing there are no other reservations. If there is an existing reservation, there is NO WAY for staff members to override the reservation and grant you an extension. You are responsible for saving all of your work on a personal storage device or by emailing it to yourself prior to the end of your session. You will be automatically logged off at the end of your session; a small warning will appear 5 minutes before the computer logs you off. If you finish your session early, please log off. The Chelsea Public Library does not monitor Internet usage nor does it evaluate or prejudge the value of user intent.
- Library patrons are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet. Library users assume responsibility when entering any personal information on the public computers or while accessing the Wi-Fi.
- Food and drink are not allowed near the computers; use of cellphones is not allowed in the library; only one user at a terminal at any one time; please use headphones or earbuds when

accessing material involving sound. Earbuds are available for purchase for \$2.00 at the circulation desk.

- Black and white printing is available for .10 cents a page. We do not accept BPL print cards or credit or debit cards; cash only. The user is responsible for all printouts sent to the terminal for printing. Please preview your print jobs before sending them to be printed as staff members cannot preview them once they are queued for printing. Please ensure your printouts were sent to the circulation desk for printing before logging out of your session or erasing documents. Library staff cannot retrieve printouts if they haven't been sent to the software for printing.

You may NOT:

- Use the library's workstations as a staging ground to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.
- Display sounds, images, or messages in a way that will negatively affect those who find them objectionable or offensive.
- Make any attempt to damage computer equipment or software.
- Make any attempt to cause degradation of system performance.
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Represent yourself as another person for purposes of fraud or other legal activity.

ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE OR FEDERAL OFFICIALS.

THE LIBRARY RESERVES THE RIGHT TO TERMINATE AN INTERNET SESSION AT ANY TIME.

Policy approved and adopted on June 23rd , 2015